

# Online Expense Portal

## QUICK REFERENCE GUIDE

### PARAPROFESSIONALS

The screenshot shows a form with the following fields and options:

- Payment Date:** MM/DD/YYYY
- Payment Method:** Select Payment Method (dropdown)
- Vendor / Facility:** Text input
- Payment Total:** 0.00
- Receipt File:** Text input with a "Browse..." button
- ParaproName:** Text input
- Applicant Has Verified The Credentials:**
- Parapro Credential Type:** Select one (dropdown menu open with options: 60 or more college credit hours, Associate's degree or higher, Pass 1 of the 3 paraprofessional tests)
- Buttons:** Save, Cancel, Back

Numbered callouts (1-4) indicate the following steps: 1) Enter information in the top section; 2) Check the "Applicant Has Verified The Credentials" checkbox; 3) Select a credential type from the dropdown; 4) Click the "Save" button.

#### 1) Enter the following information:

- **Payment Date:** Select a date from the calendar, or type the date directly into the textbox
- **Payment Method:** How the card was used
- **Vendor/Facility:** Most likely the name of the company providing the service
- **Payment Total:** The amount of the transaction, as shown on the receipt
- **Receipt File:** Please note files cannot exceed 100MB and file names cannot include symbols (“\$#<>/”)
- **Parapro Name:** First and last name of the paraprofessional

#### 2) Confirm that you have reviewed the paraprofessional’s credentials (you will be prompted to upload the credentials once the information on this screen is saved)

#### 3) Select a **Paraprofessional Credential Type** from the drop-down menu

- Transcripts are required for college credit hours
- Test results are required for passing at least one of the following tests:
  - ACT WorkKeys
  - Paraeducator Assessment
  - PRAXIS

#### 4) Click **Save** to proceed

UPLOAD CREDENTIAL

Paraprofessional Credential for Paraprofessional Name

**Credential** Upload New Credential

**Credential File** Browse... 5

6 Save

- 5) Click **Browse** to upload a picture or electronic copy of the paraprofessional’s credential
  - This button will read, **Choose Files**, for Chrome users
  - Previously-uploaded credentials populate in the **Credential** drop-down menu so that they can be selected in future expense reports
- 6) Click **Save** to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

**Note:** A new expense entry is required for each payment.